



DEPARTMENT OF

Education

STATE OF MAINE

Statewide Longitudinal Data System

2009-2010

Maine SLDS Data Quality Training

° Just-In-Time °

2009-2010 HQT Survey Refresher

Help others hear the webinar...

- Please mute your phone by pressing * 6.
- To ask a question, simply push * 6 again.

Thank you!



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Joining me today...

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Session Agenda

- Where to find “Highly Qualified Teacher” (HQT) requirements
- Security necessary in MEDMS
- Survey completion instructions
- Additional information
- Review
- Wrap-up

Accurate vs. Valid

- Ewe, two, must no wear you're data is and who can sea it!
 - A spell check on this sentence would return no errors!
 - There's a BIG difference between having valid data and accurate data.

Highly Qualified Teacher Requirements

- A great deal of information about the requirements including definitions and criteria can be found at:
 - <http://www.maine.gov/education/hqtp/forms.htm>
- You might wish to review the slides at:
 - http://www.maine.gov/education/hqtp/forms/maine_plan0809.ppt

Security Roles Necessary

- Access to the “HQT form” requires either of the following roles in MEDMS:
 - HQT
 - SAU Admin
- Contact your local MEDMS administrator for support in role changes that might be necessary

Accessing the form

Maine Education Data Management System

Application: Action:

- From the “Applications” menu, select “Forms”
 - Click Go
- From the “Action” menu, select “HQT Form”
 - Click Go

Important notes

- MEDMS will time out after the form is displayed for 20 minutes. Please submit before timing out. You may submit the form multiple times.
- The form can be modified as often as necessary until it is taken offline. It will only be counted once per school no matter how many times it is submitted.
- Before responding to this form, please read the *Directions for Completing the Highly Qualified Teacher Survey*
- This form is pre-populated with the 2008-2009 "highly qualified" teacher data. Please check and update each field before submission.



Select the school:

The unit is selected based on User account.

Select District: Auburn School Department

Select School: Please Select?...

IMPORTANT! MED

Before responding to

THIS FORM IS PRE-APPROVED FOR PERMISSION

Please Select?...

- Auburn Middle School
- East Auburn Community School
- Edward Little High School
- Fairview School
- Park Avenue Elementary School
- Sherwood Heights Elementary Sch
- Walton School
- Washburn School

played for 20 minutes. Please submit before timing out. You n

[Click here for Completing the Highly Qualified Teacher Survey](#)

IS "HIGHLY QUALIFIED" TEACHER DATA. PLEASE CHECK A

Each school must be reported Individually.

Complete the Contact Information

THIS FORM IS PRE_POPULATED WITH THE 2008-2009 "HIGHLY QUALIFIED" TEACHER DATA. PLEASE CHECK AND UPDATE EACH FIELD BEFORE SUBMISSION.

* "Highly Qualified Teacher" Contact Person	<input type="text"/>
* Email Address	<input type="text"/>
* Phone Number	<input type="text"/>

- This information is not carried over from last year, and must be entered before submission.

School Organization Information

A. School Organization Information Data

(Select the one which most applies to this school):

Does your school receive Title I funding?

☒ Yes ☐ No

Elementary (self contained classes)	▼
Elementary (self contained classes)	
K-8 (combined elementary/middle) OR K-12	
Secondary (Middle/Jr. High, High School and/or Vocational)	

- Verify the School Organization Information and the Title I funding selection

Classes:

- A class is defined as an individual group of students.
- In a self-contained setting, an elementary school teacher, teaches only one class of the same students throughout the school day/year.
- In a departmentalized setting, a social studies middle school teacher, or a social studies high school teacher, for example, may teach as many as five or more different social studies classes throughout the school year, each class containing a different group of students. Even though the social studies teacher may teach each of the five classes of students five times a week, the teacher still only teaches five social studies classes.
- At the Elementary/secondary level if an art teacher has 10 different groups of students for art, each group is considered a class and should be counted as 10.

Submitting Class Data

- B. Elementary (self-contained)
- C. Secondary (Middle/Jr. High, High School and/or Vocational School)

B. Elementary (self-contained)

B. ELEMENTARY (self contained):

- a. General Elementary(i.e., kindergarten, 3rd Gr., 5th Gr. self-contained)
- b. Visual/Performing Arts (art, music, theatre, dance)
- c. World Languages
- d. Basic Skills Math (i.e., Title I, pull out, etc.)
- e. Basic Skills English/Reading/Language Arts (i.e.Title I, pull out)
- f. Special Education (pull out, self-contained, core academic instruction)
- g. English as a Second Language (pull out)
- h. Other core academic subject specials (i.e. GT Math, Science, English)
- i. Total number of core academic subject classes taught at your school / Total number of Core Academic Classes Taught by Highly Qualified Teachers (Calculated Fields, DO NOT ENTER)

How many classes did your school have during the reporting year in which the core academic subjects were taught?

How many classes during the reporting year were taught by teachers who met the *NCLB* definition of a Highly Qualified Teacher?

18.50	16.50
0	0
0	0
1.00	1.00
2.00	2.00
15.00	15.00
0	0
0	0

Percentage of Core Academic Classes Taught by Highly Qualified Teachers

94.52 %



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C. Secondary (Middle/Jr. High, High School and/or Vocational School)

	How many <u>classes</u> did your school have during the reporting year in which the core academic subjects were taught?	How many <u>classes</u> during the reporting year were taught by teachers who met the <i>NCLB</i> definition of a <u>Highly Qualified Teacher</u> ?
a. English/Language Arts/Reading	<input type="text" value="50.00"/>	<input type="text" value="50.00"/>
b. Social Studies	<input type="text" value="40.00"/>	<input type="text" value="40.00"/>
c. Science	<input type="text" value="43.00"/>	<input type="text" value="38.00"/>
d. Mathematics	<input type="text" value="40.00"/>	<input type="text" value="40.00"/>
e. Visual/Performing Arts (art, music, theatre, dance)	<input type="text" value="20.00"/>	<input type="text" value="20.00"/>
f. World Languages	<input type="text" value="27.00"/>	<input type="text" value="20.00"/>
g. Basic Skills Math (i.e., Title I, pull out, etc.)	<input type="text" value="0"/>	<input type="text" value="0"/>
h. Basic Skills English/Reading/Language Arts (i.e., Title I, pull out, etc.)	<input type="text" value="0"/>	<input type="text" value="0"/>
i. Special Education (pull out, self-contained, core academic instruction)	<input type="text" value="7.00"/>	<input type="text" value="3.00"/>
j. English as a Second Language (pull out)	<input type="text" value="5.00"/>	<input type="text" value="5.00"/>
k. Other core academic subject specials (i.e. Middle School Math, GT English, pull out)	<input type="text" value="0"/>	<input type="text" value="0"/>
l. Alternative Education core academic classes	<input type="text" value="0"/>	<input type="text" value="0"/>
m. Total number of core academic subject <u>classes</u> taught at your school / Total number of Core Academic Classes Taught by Highly Qualified Teachers (Calculated Fields, DO NOT ENTER)	<input type="text" value="232.00"/>	<input type="text" value="216.00"/>
Percentage of Core Academic Classes Taught by Highly Qualified Teachers	<input type="text" value="93.10"/> %	



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Reasons for Non-HQ Status

Reasons for NON - "Highly Qualified Status" (The total reported in this section, when added to B.2.i, must equal to the total number of core academic classes reported in B.1.i)

j. Elementary school classes taught by certified general education teachers who did not pass a subject-knowledge test or (if eligible) have not demonstrated subject-matter competency through HOUSSE

k. Elementary school classes taught by certified special education teachers who did not pass a subject-knowledge test or have not demonstrated subject-matter competency through HOUSSE

l. Elementary school classes taught by teachers who are not fully certified (and are not in an approved alternative route program)

m. Other (Please Explain)

Use of HOUSSE

Total number of Elementary TEACHERS (not classes) who met the *NCLB* definition of a "Highly Qualified Teacher" by using the HOUSSE rubric.

19.00

Submitting the form

Note This form can be modified as often as necessary until it is taken offline. It will only be counted once per school no matter how many times it is saved/submitted.

Submit

- Press “Submit” to save your entries.
- Correct and validations that were identified.
 - Press “Submit” again if necessary

Other schools?

- If you have additional schools to submit data for, change the school menu at the top of the form and repeat the process.

Deadlines and Additional Info

- Administrative Letter #36
- The deadline for submitting the HQT Survey for each school is April 16, 2010

Where to get information about the collections

- Use administrative and informational letters: <http://www.maine.gov/education/edlettrs>
- The MEDMS webpage:
 - <http://www.maine.gov/education/medms>
- The blog: <http://blog.slds.me>
- Maine SLDS on Twitter:
 - <http://www.twitter.com/maineslds>



Session Review

- Where to find “Highly Qualified Teacher” (HQT) requirements
- Security necessary in MEDMS
- Survey completion instructions
- Additional information

Session Evaluation

- Thank you for joining me!
- Please take a few minutes to complete the evaluation of this session.
 - “Questionnaires” in the DQ Training System (<http://moodle.slds.me>)
- Once you have completed the evaluation, a certificate of participation will be available for download.